



AGING PROGRAM DIRECTIVE

APD# 24-01-02	
Issuance Date: November 20, 2023	Effective Date: July 1, 2023
Program Area: AAA Administration	Disposition:
Origin: Bureau of Finance	Contact: Finance - Jennifer Cave jcave@pa.gov or 717-772-2529

Subject: AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND REPORTING REQUIREMENTS FOR THE TITLE XIX AGREEMENT FOR FY 2023-24 REVISION NO. 1

To: Executive Staff
Administration on Aging
Area Agencies on Aging
PA Association of Area Agencies on Aging
Office of Long-Term Living
PA Council on Aging



Jason Kavulich
Secretary

From:

PURPOSE The purpose of this Aging Program Directive (APD) is to update the Title XIX funding allocations for the Fiscal Year (FY) 2023-24; transmit program requirement changes as needed; and issue the reporting requirements for activities and expenditures.

BACKGROUND This APD transmits all key information required for the submission of the FY 2023- 24 Title XIX-Revision No.1. AAAs are to refer to this APD frequently throughout the planning process and the administration of deliverables.

The Federal subsidy affected by this APD is Medical Assistance (MA) Support funding provided by the Center for Medicaid and Medicare

Services (CMS). The Catalog for Domestic Assistance (CFDA) number is 93.778.

**ADMINISTRATION
AND SUPPORT**

At the request of the Area Agency on Aging (AAA) network, administrative costs have been divided into two separate columns, Administration and Support, in order to better track the expenditures. Costs that are recorded include any expenditure not directly attributable to the Information and Referral (I&R) or PA Link/Aging and Disability Resource Center (ADRC) functions but are necessary to support these activities. The net costs of the Administration and Support activities must not exceed **15%** of the total budgeted allocation.

**INFORMATION
AND REFERRAL
ALLOCATIONS**

This funding is based on the amounts within the Title XIX Agreement and adjusted per the revised Intrastate Funding Formula (IFF) reflecting 2019 actuals. The allocation is to be used to assist consumers in communicating with the appropriate agencies or community resources for needed services. These funds may also be used for costs incurred while communicating information related to waiver programs and Community Health Choices.

PA Link/ADRC

The PA Link/Aging and Disability Resource Center (ADRC) is designed to be a coordinated network of core and collaborative partner agencies, which allows for the consumer to initiate contact with any PA Link network partner. This “No Wrong Door” approach provides improved access for the individual to receive information, assistance, referrals and resources. A consumer is directly or seamlessly connected to the information and services needed no matter the initial point of entry into the system. Core and collaborative partners work in conjunction for ongoing development of communication, cross-training and marketing/outreach. AAAs are to manage PA Link/ADRC funds or may contract with another PA Link/ADRC core partner to serve as fiscal manager following previously sent parameters for PA Link funding.

Allowable activities include but not limited to: information referral and assistance, person-centered counseling, benefits counseling, application assistance, person-centered transition support, partnership development, training, community outreach and education, and special projects.

CONTRACTOR

**RATE
INCREASES**

AAAs are authorized to provide contractor rate increases up to **4.5%** of their existing rates. The awarding of a rate increase given to a contractor is at the discretion of the AAA Director/Administrator.

**PROGRAM
REQUIREMENTS**

AAAs must comply with the requirements set forth in the PA Department of Aging Service Policy and Procedure Manual and any other program directive provided by PDA.

Funds up to 10% or \$10,000, whichever is higher, may be moved between the administrative, support, and I&R cost centers without a budget revision or a waiver request approved by the Department. PA Link/ADRC funds can only be spent on PA Link/ADRC activities.

None of the funding covered by this APD is available as a resource for Assessment related expenditures.

**BUDGET
SUBMISSION
REQUIREMENTS**

Budget information should be entered into the AccuFund system within **30** days of the issuance date of this APD.

**FISCAL
REPORTING
DUE DATES**

AAAs will enter their fiscal reporting information in AccuFund by close of business on the date(s) listed on the schedule below.

<u>Cumulative Through</u>	<u>Due Date(s)</u>
July	August 20 th
August	September 20 th
September	October 31 st
October	November 20 th
November	December 20 th
December	January 31 st
January	February 20 th
February	March 20 th
March	April 30 th
April	May 20 th
May	June 20 th
June	August 15 th

**TECHNICAL
ASSISTANCE**

Questions regarding contents of this APD are to be directed to

Jennifer Cave at (jcave@pa.gov) or (717) 772-2529. Questions regarding data entry in the SAMS database are to be directed to Ed Slavinsky at eslavinsk@pa.gov. Questions regarding the budgeting and expenditure of PA Link/ADRC funding are to be addressed to Patrick Lally at c-plally@pa.gov.